


Title:	Hours of Work and Attendance
Policy #:	50-PAY-01
Subsequent Procedure(s):	50-PAY-01-01 BVR and BSVI Work Schedules
Legal Reference:	R.C. 3304.15, 3304.16; DAS Policy HR-24, HR-08
Date:	April 29, 2024
Approved:	Kevin L. Miller, Director 
Origin:	Division of Human Resources
Supersedes:	50-PAY-01 (02/27/23)
History:	50-PAY-01 (12/20/21, 08/20/17, 10/03/16, 04/25/11), HR 2009.07, HR2008. 16,HR 2009.05, HR200.01
Review/ Implementation	Begin Review – 09/09/24 Implement Revisions By – 03/10/25

I. AUTHORITY

This policy, and if necessary subsequent procedures, are issued in compliance with Ohio Revised Code (R.C.) 3304.15 and 3304.16 which establishes the power and authority of Opportunities for Ohioans with Disabilities (OOD) and its Executive Director to develop all necessary rules, policy and procedure in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidelines for establishing hours of operation for OOD, setting employee work schedules, and documenting an employee’s actual hours worked in accordance with appropriate federal (e.g., Code of Federal Regulations [C.F.R.]) and state law (i.e., Ohio Revised Code [R.C.], Ohio Administrative Code [Ohio Adm.Code]), Governor directives and executive orders, other governing agency (e.g., DAS, OBM) policy or guidance, and/or the Director’s expectations.

III. APPLICABILITY

This policy applies to OOD employees.

IV. DEFINITIONS

Alternate Work Location – a work-site other than an OOD headquarters (e.g., home) that is approved by management.

Active Pay Status - conditions under which an employee is eligible to receive pay, and includes, but is not limited to, vacation leave, sick leave, bereavement leave, administrative leave, compensatory time, holidays, and personal leave. For the purpose of determining overtime or compensatory time for an employee who is eligible for overtime compensation, active pay status does not include sick leave or leave used in lieu of sick leave.

Commuter Offset – the amount of time and/or mileage an employee subtracts from work-related travel to account for their usual commute.

Compensatory time – leave time employees accrue as compensation for either earning overtime as an overtime eligible employee or being in active pay status for more than 80 hours in a pay period as an overtime exempt employee.

Deputy Director – a member of the Executive Team who is responsible for the oversight and management of a Division/Bureau (includes the Chief Legal Counsel, Chief Financial Officer [CFO], and Chief Information Officer [CIO]).

Kronos – system for documenting hours worked, requests for time off, and leave cases (e.g., disability, military, FMLA).

Manager – an employee who has supervisors that report to them.

Overtime – amount of time an overtime eligible employee is in active pay status in excess of 40 hours in a calendar week. For overtime purposes, active pay status does not include sick leave or leave used in lieu of sick leave. Overtime can be compensated as pay or compensatory leave time.

Overtime Eligible Employee – employees determined under the Fair Labor Standards Act or the applicable collective bargaining agreement to be eligible for additional compensation at time-and-a-half for time in active pay status in excess of 40 hours in a calendar week.

Overtime Exempt Employee – employees who are not eligible for additional pay as determined under the Fair Labor Standards act. These employees are eligible for compensatory time on an hour-for-hour basis for time in active pay status in excess of 80 hours in a pay period.

Schedule Adjustment – an occasional, one-time change to a set schedule which requires supervisory approval and may or may not require a “Set Schedule Form”.

Set Schedule – an ongoing work schedule that has been approved for an employee.

Window – an amount of time in which an employee can vary from their set schedule without supervisory approval.

V. POLICY

A. General

1. All OOD policies, procedures, and associated attachments can be found by accessing the [“Policies”](#) webpage and searching for the policy name or number.
2. OOD shall be staffed to perform all business and administrative functions from 8:00 a.m. to 5:00 p.m., Monday through Friday. Divisions/bureaus may expand hours of operation to meet customer need.
3. Divisional/Bureau expectations may be developed to add additional requirements for staff in relation to this policy (e.g., when lunches should be generally taken, report-in/ending day procedures when teleworking) and shall be shared with the Division of Human Resources (HR), Employee and Labor Relations (ELR) and all staff, including new hires.
 - a. Updates to the expectations, shall be shared with ELR and all staff.



B. Work Schedules

1. Full-time employees who are overtime eligible must be scheduled to work 40 hours per week. Full-time employees who are overtime exempt must be scheduled to work 80 hours per pay period.
2. Employee work schedules cannot exceed ten (10) hours in a day, but an employee may work up to 12 hours if voluntary overtime is offered.
3. All classified and bargaining unit employees are required to document their schedule on the "Set Schedule Form" (50-PAY-01.A). Division/bureaus may identify additional employees who are required to utilize the form.
 - a. All set schedules must begin and end in tenth-of-an-hour increments. The increments are :00, :06, :12, :18, :24, :30, :36, :42, :48, and :54.
 - b. An employee may occasionally adjust their schedule beyond the approved windows with prior supervisor approval.
4. Approval of employee schedules is at management's discretion. Approval shall be based on:
 - a. business and administrative functions being adequately staffed when approving schedules outside of the hours of 8:00 a.m. to 5:00 p.m.;
 - b. customer service demands being met; and
 - c. having a supervisor being on-duty when an overtime eligible employee is scheduled to work.
5. An employee's "Set Schedule Form" must be signed by their supervisor and/or manager to be approved. "Set Schedule Forms" shall be maintained for all employees. Once a new form is approved, the old form must be maintained for three (3) years.
6. Management may change an employee's set schedule in accordance with applicable collective bargaining provisions. Where practicable, a two-week notice will be given.
7. Schedule Adjustments
 - a. Weeks with Holidays
 - i. Full-time overtime eligible employees (OCSEA and exempt) must change their set schedule to reflect eight (8) hours on the holiday with the remaining 32 hours scheduled over the other four (4) days of the workweek as approved by their supervisor.
 - ii. 1199 employees shall follow their set schedule and are given holiday pay based on their scheduled hours unless an employee requests a schedule adjustment in advance.



**Opportunities for
Ohioans with
Disabilities**

- iii. Full-time overtime exempt employees must adjust their set schedule to reflect eight (8) hours "Holiday Leave" with the remaining 72 hours scheduled over the other nine (9) days of the pay period as approved by their supervisor.

b. Training

- i. If an employee is required to attend training, the employee is expected to adopt the training schedule of the day.
- ii. If a mandatory or voluntary training schedule does not cover the employee's total work shift, the employee must make prior arrangements with their supervisor to either return to work, use appropriate leave, or make up the time.

C. Work Locations

1. Employees are required to work at their assigned HQ or approved alternate work location unless they are in travel status. Employees may occasionally work out of a different location with prior supervisory approval.
2. Employees who meet with the public on a regular basis, or employees who regularly work outside of their assigned work location may be required to submit an itinerary as determined by their division/bureau.

D. Beginning of the Workday

1. All employees are required to begin work within a window of 30 minutes before or after their scheduled start time. Employees do not need supervisory approval to use this window.
 - a. Employees shall not use the window:
 - i. if it would interfere with a scheduled work appointment/meeting, office coverage, training session or a job function;
 - ii. to begin or end work outside divisional hours;
 - iii. when using accrued leave at the beginning of the day; or
 - iv. to avoid having to deduct commuter offset.
 - b. Employees must work their normally scheduled number of hours each day by leaving early, staying late, or adjusting their lunch duration unless they receive supervisor permission to adjust on a different day.
 - i. Employees who use a window may not adjust their schedule in a manner that:
 - a) increases their holiday pay;
 - b) places them into leave without pay; or
 - c) causes unauthorized overtime.
2. Employees who fail to begin working by the end of their window shall be considered tardy.



E. Lunches and Breaks

1. Classified and bargaining unit employees who are scheduled to work more than six (6) hours in a day must include a lunch period of at least 30 minutes. Lunch periods shall be taken in accordance with division/bureau expectations.
2. Employees who adjust the duration of their lunch period to account for using the window may not take less than a 30-minute lunch if they are overtime eligible.
3. One (1) paid 15-minute break will be provided to employees for every four (4) hours of scheduled work performed. Breaks are generally taken mid-morning and mid-afternoon.
 - a. Employees cannot work through a break to shorten their work schedule or reduce the need for leave usage. Breaks cannot be used to make up for a late start.
 - b. Only 1199 employees may request to use their breaks to extend their lunch period. Those employees who do not work a minimum of eight (8) hours are not entitled to 2, 15-minute breaks. Therefore, 1199 employees who work less than eight (8) hours must recalculate their lunch duration to subtract unearned breaks.

F. Hours of Work

1. Overtime eligible employees must be compensated for all hours worked and are prohibited from donating time or volunteering to work without being paid.
 - a. Overtime eligible employees:
 - i. are prohibited from performing any duties (e.g., checking voice mail, sending emails, reading emails, answering the telephone, making calls to customers) outside of their normal starting/ending times (including the window), during their lunch period, and while on approved leave;
 - ii. must have prior supervisory approval to begin working prior to their window; and
 - iii. must have supervisory approval to work beyond their scheduled ending time unless using the window.
2. Overtime eligible employees who work unauthorized overtime, shall be compensated but may be subject to discipline.
3. Overtime eligible employees who do not work 40 hours in a week and overtime exempt employees who do not work 80 hours in a pay period are required to use appropriate paid leave.
 - a. If no leave is available and the absence is not FMLA or disability leave, the employee is in a leave without pay status which may result in discipline.



G. Recording Hours Worked

1. Employees are required to document their time on their Kronos timecards at the time they begin and end work and when they begin and end their lunch period each day. Absent extenuating circumstances, employees must use their OOD-provided computer or OOD-provided Kronos mobile application.
 - a. If a Kronos entry is made more than 15 minutes after the time documented on the timecard, the employee must include a comment explaining the discrepancy.
2. When employees document their time at the end of the day, if rounding causes a discrepancy of 0.1 hours compared to their daily schedule, they may adjust the next day to account for the difference (e.g., work 7.9 hours).

H. Approval of Timecard

1. Overtime eligible employees shall approve their timecards after they have recorded their end time on their last scheduled day of work each week. Overtime exempt employees shall approve their timecards after they have recorded their end time on their last scheduled day of work for the pay period.
 - a. Management may direct timecards to be approved earlier to address operational needs.
2. Supervisors are responsible for reviewing timecards daily to ensure that employees are accurately documenting hours worked.
3. If supervisors have not completed timecard approvals by 10:00 AM on Monday of the designated approval period, they must email OOD.hrbenefits@ood.ohio.gov to explain the reason the timecard approvals cannot be completed and an anticipated completion time.

I. Tardiness

1. For disciplinary purposes, once an employee fails to begin work within their approved window, tardiness is calculated based on their scheduled start time (e.g., an employee's scheduled start time is 8:00 a.m. and they begin work at 8:45 a.m., the employee will be considered 45 minutes late).
2. Tardiness at the start of the day may be excused if the employee calls prior to the expiration of the 30-minute window and/or provides the supervisor with acceptable evidence of extenuating or mitigating circumstances.
3. Employees are also considered tardy if they do not timely return from lunch or contact their supervisor in accordance with division/bureau expectations.
4. An employee whose tardiness has been excused by the supervisor may either use applicable leave or request a schedule adjustment to make up for the time missed.
5. Employees are subject to discipline for unexcused tardiness.



Opportunities for Ohioans with Disabilities

- a. Employees with unexcused tardiness may not request a schedule adjustment and must use leave as applicable, for payroll purposes only, to cover the time they were tardy. If an employee has no leave available or leave is not allowed by law or CBA, the employee's pay will be reduced by the amount of time the employee was late.
6. Management may change an employee's set schedule if they are repeatedly tardy at the beginning of their day or upon returning from lunch.
7. Employees who are absent from work for 60 minutes or more without prior approval shall be considered Absent Without Leave (AWOL) and subject to discipline.

J. Overtime or Compensatory Time

1. Deputy Directors must authorize the offering of overtime to their employees.
2. An overtime eligible employee must submit a time off request in Kronos seeking prior approval to work additional hours for overtime or compensatory time.
 - a. Once an employee's request for overtime or compensatory time has been approved, supervisors should not approve subsequent requests for vacation or compensatory time to be used during the same week for overtime eligible employees.
 - i. Prior to approval of vacation or compensatory time, the employee must cancel their overtime request, and the supervisor must approve the cancellation.
 - b. If there is an extenuating circumstance where an employee requests vacation or compensatory time during a week in which overtime is approved and has been or must be worked, the supervisor shall contact the Deputy Director (DD), or designee to discuss the request for approval or denial.
 - i. If the time off request is approved, the supervisor shall create a comment in Kronos documenting the extenuating circumstance and the DD, or designee's approval (e.g., "DD verbal approval received on xx-xx-xx").
3. In emergency situations, overtime or compensatory time may be approved after the fact.
4. Overtime eligible employees who work overtime without prior approval shall be paid for the hours worked but may be subject to discipline.
5. If an overtime exempt employee is in active pay status for more than 80 hours in a pay period with a combination of leave used and actual hours worked, the amount of leave used must be reduced until the employee accumulates a total of 80 hours in an active pay status.

K. Continuation of Workday

1. The continuation of a workday occasionally occurs when something out of the employee's control prevents them from ending at the scheduled time but is necessary to provide services to a customer (e.g., a phone call does not conclude timely; an appointment with an individual lasts longer than originally scheduled). The employee shall inform their supervisor as soon as reasonably possible.

L. Commuter Offset

1. Exempt and OCSEA employees are always required to apply commuter offset for time and mileage. 1199 employees are always required to apply commuter offset for mileage.
2. Commuter offset is calculated to reduce payable time for travel that occurs outside of an employee's normal work hours as documented on their "Set Schedule Form".
3. Commuter offset is applied to the beginning of an employee's day when they must leave home before their scheduled start time to travel to a location other than their headquarters. The employee must deduct either their normal commute time or their travel time to the appointment (whichever is less) from their hours worked.
4. Commuter offset is applied at the end of an employee's day when they are traveling home from a location other than their headquarters. If an employee's travel extends beyond their scheduled end time, the employee must deduct their normal commute time from the excess time and only claim any remaining time as hours worked.
5. Employees may utilize the "Travel Decision Tree" (50-PAY-01.B) as a tool to assist with determining when commuter offset applies.
6. All work-required travel that occurs during an employee's scheduled workday is considered payable time and is not reduced.

FORMS AND ATTACHMENTS

- 50-PAY-01.A – Set Schedule Form
- 50-PAY-01.B – Travel Decision Tree

RESOURCES

- 50-PAY-03 Telework
- 50-PAY-02 Employee Leave Policy
- 40-FIN-03 Travel and Conference Attendance
- 50-LR-15 Discipline Policy, 50-LR-15.A Discipline Grid

REVIEW

It is the responsibility of the Deputy Director, or designee, to review this policy, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the review as required in "Policy and Procedure Process" (10-ADM-01).